

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, September 15th meeting:**

Members present: William Hechler, Kathy Munday (Vice President), Meredith Riegel, Diane Rigdon, Geni Roark (Secretary), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: Chris Cox (President)

CALL TO ORDER

Munday called the meeting to order at 7:00 p.m. Munday announced that Chris Cox had resigned from the board and McKinney presented Cox's letter of resignation. Cox has moved out of the area and must resign her seat on the board.

INTRODUCTION OF VISITORS

No Visitors

APPROVAL OF MINUTES

The Policy and Planning committee met on September 8, 2016. Roark presented the minutes to the board. Rigdon made the motion to approve the minutes as written. Roark seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried.

Riegel made the motion to approve the minutes as written. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of September 15, 2016, the township account has a balance of \$41,960.86. The trust account has a balance of \$8,102.83. Roark made a motion to approve the Treasurer's report. Riegel seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried.

The list of accounts will only have the last 4 digits of accounts to protect the security of our money. The \$90,000 of investments currently are disbursed:

<u>Type/Account#</u>	<u>Due Date</u>	<u>Investment Value</u>	<u>Interest Rate</u>
CD Longview/1499	9/18/2016	15,000	0.50%
CD Gifford/4664	11/18/2016	15,000	0.35%
CD Longview/0083	3/18/2017	15,000	0.50%
CD Gifford/5034	5/9/2017	15,000	0.35%
CD Gifford/5890	7/30/2017	30,000	0.35%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney discussed various things in her report. A UI Student sent McKinney a thank you for assistance with a project.

COMMITTEE REPORTS

Budget & Investments

Schaefer got quotes from the bank on the cd coming due 9/18/16. Schaefer moved to keep the CD at Longview. Munday seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried. Schaefer asked if we had heard from Franklin or the lawyer regarding the Franklin proposal. Munday asked McKinney to contact the lawyer regarding the Franklin Proposal.

Building & Grounds

McKinney said the water fountain had stopped cooling water so she contacted Lanz Heating to look at it. It is original equipment from 1988 and pipes had rusted through and the compressor had stopped working. McKinney got bids from 3 plumbing companies to replace the water fountain for the board to review: Simply Plumbing at \$950; Clark Plumbing at \$1125 and Lanz Heating at \$1300. Rigdon moved to replace the water fountain using Simply Plumbing. Hechler seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried.

Policy & Planning

Roark presented the recommendation from the Policy & Planning committee to change the vacation schedule in the Policy. Riegel made a motion to approve the new vacation schedule retroactive to April 1, 2016. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried.

OLD BUSINESS

None

NEW BUSINESS

With Cox's resignation, the board decided since her position was up for re-election to leave it vacant until someone runs for it in the spring.

McKinney discussed Aliya Paul's resignation on Tuesday, September 13th, due to disagreement with another employee. At this time, McKinney is arranging her schedule to work the Saturdays unless she is traveling. She is asking other staff members to cover those Saturdays she is gone.

Please bring calendars to next meeting so the board can set meeting schedule for 2017.

ADJOURNMENT

Hechler moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Riegel, Rigdon, Roark, Schaefer. The motion carried. The meeting adjourned at 8:02 p.m. The next meeting is scheduled for Thursday, November 17th at 7 p.m.

Respectfully submitted,
Geni Roark
Secretary